

Treasury Documentation**Subject:** Confidential Information, Handle and Discard**For:** EMPLOYEE HANDBOOK**Also See:** BT-03016;
ET-03016, 169,
23033; PT-23016**Identification** ET-03115

Policy

Effective Date 5-1-2005**Replaces** ET-03115 (10-1-93)
PT-03137 (10-1-93)

Page 1 of 2

Note: See Policy ET-23033 and Procedure PT-23016 when requesting, using, returning and discarding **federal** income tax information.

Handling Confidential Information

All taxpayer information is confidential and requires proper handling. When using any written or printed information that includes a taxpayer's name, social security number, or any other identifying information, treat it as confidential at all times. When finished, return it to the original file or designated secure storage area. Discard materials containing confidential information according to the policy below.

Note: The Bureau/Office Director or Division Administrator is responsible for determining how confidential information is kept secure and stored while in use in each work area.

Confidential information may be found on:

Computer Printouts
Correspondence:
 Envelopes
 Fax and telex sheets
 Self-adhesive notes ("post-its")
 Stationery
 E-mail printouts
Data processing accounting ledgers
Diskettes
Folders
Forms (including tax returns)

Tab and time cards
Miscellaneous:
 Adding machine tapes
 Carbon paper
 Index cards
 Manuals
 NCR (no carbon required) paper
 Photocopies
 Scratch paper

Discarding Confidential Materials

Materials containing confidential information must **not** be discarded in waste baskets, trash or the usual recycling receptacles found in work areas or adjacent areas.

Each division/work area that has any recyclable materials containing confidential information must have a lockable shred container located within the work area or nearby in which to place any materials containing confidential information. Containers must be locked before they are picked up and/or removed from the area.

Any materials to be discarded that contain confidential information but are not recyclable (e.g., microfilm or disks) must be stored separately. These should be boxed, sealed and contain a description of the contents.

When an area has a container ready for pickup, they should contact the Storekeeper in Mail Operations and Facility Services. The day before pickup days, the Storekeeper will notify the designated document destruction company of the number of containers to be picked up.

Every Monday, Wednesday and Friday the locked containers will be picked up and replaced by the driver from the designated document destruction company who will be accompanied by the Storekeeper. The Storekeeper will sign forms noting the number of containers picked up and replaced.

Additional Information

Refer to Bulletin BT-03016 and Policies ET-03016 and ET-03169 in the Employee Handbook on Treasury's Intranet for additional information on disclosure of confidential information and conflict of interest.

Also refer to any appropriate bureau, office or division documentation relating to retrieval, use, storage, return and filing of confidential information.

End